

QUALIFICATIONS

Knowledge of:

Operating characteristics of computer systems and procedures; Principles and practices used in the analysis, design, programming, operation, maintenance, and control of computer systems; Computer operating systems and local area network applications; Network topologies, protocols, hardware, structures, and cabling; Network environments and local area network operations; Software, data base languages, and telephone systems as used by the City; Personal computer diagnostic hardware utilities and testing equipment; Database design principles and practices; Data processing documentation principles and practices; Principles and practices of record keeping; Principles and methods of training and instruction; Modern office procedures, methods, and equipment including computers and supporting word processing and spreadsheet applications.

Ability to:

Understand, interpret, and effectively explain the full range of hardware and software applications to users; Identify, analyze, and resolve complex computer, telephone hardware, software, and network related problems and implement solutions; Evaluate, test, develop, and configure new technology enhancements; Configure routers, switches, and firewalls; Research technical materials and provide and document solutions to complex problems; Use initiative and sound judgment within established procedural guidelines; Work independently to analyze problems and implement solutions; Organize and prioritize work schedule and handle multiple priorities; Exercise discretion in dealing with confidential information and system security; Operate office equipment including computers and supporting word processing, spreadsheet, and database applications; Operate, maintain and repair stand alone and networked computers, peripherals, telephones and a variety of

software applications; Communicate clearly and concisely, both orally and in writing; Establish and maintain effective working relationships with those contacted in the course of work.

SALARY AND BENEFITS

The salary schedule is a five-step range: \$7,605.52 – \$9,244.55 monthly. Benefits include: full family dental and vision insurance, employer payment up to \$1,326.63/month towards health insurance premium, up to 26 days' vacation per year depending upon years of employment, 20 hours of paid time off, 14 holidays, life insurance with accidental death insurance equal to one and one half-times the annual salary. Retirement plan under the Public Employees Retirement System (PERS), short and long term disability insurance, voluntary flexible benefits plan, and the choice of three deferred compensation plans with matching contribution up to \$110/month plus an additional 2% of salary.

SELECTION PROCESS

Applications will be screened and those applicants possessing the MOST DESIRABLE qualifications will be notified to participate in the examination process. The examination process may include a written test, hands-on computer test, oral interview, pre-employment physical examination, and/or background investigation. Travel costs are at the applicant's expense. All applicants will be notified by mail or telephone whether or not they are invited to participate further in the selection process. Candidates placed in this position will be fingerprinted.

Qualified applicants will be considered without regard to race, color, ancestry, religion, national origin, sex, gender, age, disability, medical condition (as defined by State law), marital status or political affiliation. If special accommodations are necessary at any stage of the examination process, notify this

department in advance and every attempt will be made to consider your request. The information contained herein does not constitute either an expressed or implied contract and these provisions are subject to change.

APPLICATION PROCESS

Required City application and supplemental questionnaire may be obtained by visiting the website www.brentwoodca.gov; calling 925-516-5191 or in-person on the first floor Payment Center at Brentwood City Hall 150 City Park Way, Brentwood, CA 94513 from 8:00 a.m. to 5:00 p.m. **Application must be dropped off at the Payment Center on the first floor of City Hall or mailed directly to Human Resources at 150 City Park Way. Application and supplemental questionnaire must be received by Human Resources by the application deadline. Application deadline 4:00 p.m., Friday, October 30, 2015. Faxes, emails and postmarks will NOT be accepted.**

IMMIGRATION REFORM / CONTROL ACT

To comply with the Immigration Reform and Control Act, effective November 1986, all potential employees will be required to provide proof of U.S. citizenship or authorization to work in the United States.

**The City of Brentwood is an
EQUAL OPPORTUNITY EMPLOYER**



Invites applications for:

Information Systems Specialist/GIS

Monthly Salary:
\$7,605.52 - \$9,244.55

**APPLICATION DEADLINE
4 p.m., Friday, October 30, 2015
Supplemental Questionnaire Required**

Brentwood City Hall
First Floor Payment Center
150 City Park Way
Brentwood, CA 94513

Applications may be mailed to the address
above or hand-delivered to:
Brentwood City Hall, 1st floor Payment Center
See "Application Process" for details

THE CITY

Brentwood is a pleasant, progressive and growing city of approximately 53,000 residents in Eastern Contra Costa County. A significant number of citizens are Spanish speaking. Brentwood is located in a smog-free valley close to the Delta waterways. The community is served by an excellent school system with new campuses planned in the near future. Los Medanos Community College is located a short distance away. Housing opportunities are varied and affordable.

THE POSITION

The City of Brentwood is currently seeking candidates for a Geographic Information Systems (GIS) position assigned to the City’s Information Services Division. This position will assist with the opening of a new Police Dispatch center by implementing the GIS portion of the Computer Aided Dispatch (CAD) software. Once the Dispatch center is fully operational, this position will transition into split duties, 50% GIS and 50% Information Systems. In addition to the Educational and Experience requirements below, successful candidates will have strong GIS skills and a desire to learn Information Systems technologies.

SUMMARY DESCRIPTION

Under direction of the Chief Information Systems Officer, performs a full range of paraprofessional duties in support of the City’s information systems operations including to serve as technical expert, assist in the development of computer applications, and assist in the design and implementation of computer systems and related technical and administrative projects; provides the full range of office software, computer hardware, and user support related to the City’s computer network and phone systems; maintains the integrity and operability of the network infrastructure; and analyzes and troubleshoots City-wide network problems related to computer and telephone networks.

IDENTIFYING CHARACTERISTICS

The Information Systems Specialist is the advanced journey level paraprofessional class in the Information Systems series performing the full scope of complex hardware and software installation, maintenance, troubleshooting, and user support with minimum supervision. Incumbents in this class may also be assigned project management related duties for the development and maintenance of assigned systems. Positions at this level are expected to perform of the full range of duties as assigned, work independently, apply well developed computer and network skills, knowledge, and abilities, and exercise judgment and initiative. Incumbents may provide lead direction to lower level technical positions but this is not considered a primary distinguishing characteristic. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Work is normally reviewed only on completion and for overall results.

REPRESENTATIVE DUTIES

To view all, please visit www.brentwoodca.gov

- Assists in the development of computer applications.
- Provides technical support in the design, planning, and implementation of local area networks (LAN) and wide area networks (WAN).
- Provides project management and technical assistance related to new project rollouts.
- Participates in the maintenance of the City-wide GIS system; coordinates with County to maintain an updated GIS database; coordinates with City GIS Coordinator to maintain City web-based GIS system.
- Provides network infrastructure support; configures and maintains network

infrastructure including routers, switches, VLANs, and firewalls.

- Installs, configures, upgrades, troubleshoots, and repairs computers, computer components, software, and peripheral devices.
- Provides technical support to users including support via phone and email; responds to needs and questions of users concerning their access to network resources.
- Supports and responds to inquiries regarding specialized applications; coordinates issues with corresponding vendors/consultants.
- Participates in technical documentation; creates and maintains technical documents including network layout, configuration, and instructions.
- Provides database support; assists with database projects for different departments.
- Utilizes various software applications; utilizes AutoCAD, Visio, and other graphic systems to create and modify engineering drawings.
- Performs backups of critical data.
- Participates in the implementation of new technologies; researches, tests, and evaluates products/solutions.
- Makes software and systems recommendations to facilitate increased efficiency.
- Generates purchasing quotes for a variety of equipment, peripherals, and supplies.
- Performs related duties as required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office environment with some travel to different sites.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

EDUCATION AND/OR EXPERIENCE

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an **Information Systems Specialist**. A typical way of obtaining the required qualifications is to possess the equivalent of:

Education/Training:

An Associate of Art’s degree in information technology, computer science, or related field. A Bachelor’s degree is desirable.

Experience:

Three years of responsible technical information systems experience comparable to an Information Systems Technician with the City of Brentwood. Experience working within an ESRI ArcSDE replicated Geodatabase environment and maintaining and managing residential address databases and street centerlines desired.